



May 30, 2020

To: Worshippers of Spring Woods UMC

Re: Re-Opening of Church Facilities

Greetings,

Effective Sunday, June 7, 2020, Spring Woods will officially reopen the church doors for one worship service at 10:00 am and Pueblo De Dios at 2:00 pm. This is not “Return to Normal” prior to the last time we worshipped in the sanctuary, rather our reopening comes with several conditions which we believe respects everyone’s desire to worship while being safe. John Wesley’s first general rule for us is “Due No Harm.” To this end, we ask everyone for the love of neighbor, to be respectful and follow the recommendations of our state, county, city officials, the CDC and our presiding Bishop of the Texas Annual Conference.

You recently received a survey regarding the re-opening of the church; thank you for your prompt completion of the survey. Please understand, the recommendations which we are being asked to follow are not meant to infringe on your personal viewpoints, rather they are meant for the welfare of the church. To this end, we ask you to respect each member and their decision as to when they will return to worship.

When we open on June 7, we will only be able to open at twenty-five percent of our maximum capacity for seating in the sanctuary. Based on maximum capacity of 600 in the sanctuary, we can worship with 150 people per service. Should we exceed the 25% capacity, we will look at adding additional services. Our service at 10:00 am will be a blended service just as we are currently doing.

Assistance required:

If you would like to volunteer as a greeter or usher, please contact:

Greeter: Bea Link: mandblink@comcast.net

Usher: Billy Mills: wmills@sbcglobal.net

- a. **5 Greeters: 2** greeters positioned under awning in area of Great Hall entry and Office entry to direct people towards sanctuary; **1** greeter at sanitization area.; **2** greeters to take temperature scan of people outside of sanctuary.
- b. **4 Ushers: 2** ushers to open and close doors to main sanctuary. **1** usher to open door to handicap area; **1** usher to open/close door leading to the office hallway for individuals needing to use the restroom. Ushers will collect offering basket and place offerings in safe.

The following recommendations will be implemented:

- a. Prior to opening, post signs to remind members and guests to properly sanitize and adhere to the restrictions.
- b. Refrain from handshakes, hugs, and high fives and up-close conversations. (Please respect each other's personal space).
- c. Removal of all bibles, hymnals, connection cards, offering envelopes, tissue, brochures and pencils from the sanctuary (to include choir loft) prior to June 5.
- d. No paper bulletins or announcement handouts. (Order of Worship and announcements will be emailed prior to 12 pm Saturday).
- e. No congregational singing during the worship service.
- f. Maintain the six-foot social distancing guidelines.
- g. Families may sit together.
- h. Establish a main entry and exit into the sanctuary. (The main door to the sanctuary will be used for entry and exit. The side door will be open for handicap access for those with a wheelchair or walker. All other access to the Great Hall, Office, SWCA access, upper level classrooms, kitchen and coffee areas will be closed).
- i. Only the restrooms by the office will be open. No more than two occupants at a time. There will be disposable sanitary seat covers in usable stalls in the lady's restroom. Please dispose of properly. After use of restroom, please spray disinfectant in restroom and wipe down sink with disinfectant towelette.
- j. No childcare.
- k. No Sunday school classes (adult, youth, children). You are encouraged to meet online using Zoom. (Please send an email to sarrington@springwoodsumc.org to set up a zoom conference).
- l. No face-to-face meetings. (Monday Munchers, Emmaus groups, Men's or Women's Bible Study, UMMen or UMW).
- m. No coffee/donut fellowship.
- n. Water fountains in the Narthex and by the restrooms will be turned off or covered and unavailable for use.

Arrival Procedures:

- a. On arrival, use the outside covered walkway leading to the sanctuary.
- b. Prior to entering the sanctuary, there will be a place for hand sanitizing, please sanitize prior to entering sanctuary.
- c. Prior to entering the sanctuary, you will have your temperature taken by a scanner thermometer. If your temperature is above 99.6°F, you will not be allowed into the sanctuary.
- d. Prior to entering the sanctuary, we ask you to respectfully wear a mask. You may bring one from home, or one will be provided for you.
- e. The greeters will open and close the doors for you.
- f. Once inside the Narthex, please use the main doors into the sanctuary only, all other doors will be blocked and closed off.
- g. Seating: Every other row in the sanctuary will be marked off. Rows will be identified as Spring Woods or Pueblo De Dios. Please sit in rows for the service you are attending. Family members may sit together, everyone else please observe social distancing.
- h. The following areas are for those who agree to wear a mask: two center aisles plus aisle on either side of center aisles. Far right and left wings will be reserved for those who choose not to wear face covering.

- i. Offering will be deposited into one of two baskets inside the sanctuary doors as you enter or as you leave.
- j. No offering envelopes will be distributed. If you desire, please place your tithes, offerings or gifts in an envelope from home along with your name, description (i.e. tithes, offering or gift).
- k. Communion elements will be given to you on arrival. Please hold until communion. Following communion, please take the cups with you as you exit the sanctuary and dispose into trashcans next to the exits.

Departure Procedures:

- a. Anything you bring in with you, please leave with it.
- b. On conclusion of service, you will be dismissed row by row in order to maintain social distancing. Please exit through the main sanctuary doors while observing social distancing.
- c. Please do not congregate outside while on church grounds.

Friends, the precautions we are taking may seem draconian, but are in the best interest of the church. If you are ill, running a fever, cannot agree to follow the safety precautions, we respectfully ask that you watch our online service. We do not know how long social distancing and other procedures will be in place. We hope with each passing month, the guidelines will become less stringent while continuing to keep us safe.

If you cannot worship in person watch us on

https://www.facebook.com/pg/springwoodsumc/videos/?ref=page_internal

Tithes, offerings and gifts can be mailed to: 1711 Cypress Creek Parkway, Houston, Texas 77090 or <https://www.springwoodsumc.org/donate/>

Grace and Peace,
Executive Council